

YE - A-2 – Adjust Office Revolving Fund and Cash

Source Document: Office Revolving Fund Reconciliation
 Petty Cash Reconciliation

Module: General Ledger (GL)

Role: GL Journal Processor
 GL Journal Approver

Purpose: For year-end, the A-2 entry is used to adjust the Revolving Fund Cash account so that the agency accounts will show the actual amount of Revolving Fund Cash with the State Treasurer as of June 30. In FI\$Cal, all General Cash and Office Revolving Fund (ORF) activities are recorded in the department's CTS Fund. At year-end, adjusting entries are made in the advancing fund to record the department's (1) ORF cash balance and activities and (2) General Cash balance and offsetting liabilities as of June 30.

The full amount of the ORF advance is carried in the advancing fund general ledger during the year as a debit to **1222100 Advances to Agency & Office Revolving Fund**.

To Record Year-End Expense Advances

Debit 1301100 Expense Advances

Credit 1101200 Revolving Fund Cash

Combine unreimbursed advances for accounts that have not been accrued via the A-8 entry.

To Record Cash on Hand

Debit 1100000 Cash on Hand

Credit 1101200 Revolving Fund Cash

Include cash/checks on hand, or SCO warrants issued June 30 or prior to reimburse the ORF that have not yet been received or deposited.

To Record Year-End Revolving Fund Cash^{1/}

Debit 1101200 Revolving Fund Cash

Credit 1222100 Advances to Agency & Office Revolving Funds

^{1/}This entry is **not reversed** in the new fiscal year.

To Record Amount Advanced to Bank for Bank Draft Account

Debit 1105000 Cash in Agency Accounts-Banks/S&Ls

Credit 1101200 Revolving Fund Cash

Additional entries for General Cash

To Record Year-end General Cash - CTS Accounts and offsetting liability accounts

Debit 1101000 General Cash – CTS Accounts

Credit 2090100 Uncleared Collections

Credit 2050000 Unearned Revenue

Credit 2052000 Unearned Reimbursement

Reduce Accounts Payable by Amounts Previously Paid by Revolving Fund

Debit 2000100 Accrued Accounts Payable

Credit 1101200 Revolving Fund Cash

Posted for the same amount as the unreimbursed ORF advances accrued as expenditures via the A-8 entry.

All of these entries are reversed in the new fiscal year.

Tip: Group these entries into a single journal entry or as few journal entries as possible.

To enter the A-2 journal entry, the **GL Journal Processor** will create a new journal.

- 1 – Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
- 2 – Click **Add a New Value** tab
- 3 – Enter your **Business Unit**
- 4 – Enter a **Journal Date** of 6/30/20XX of the fiscal year ended
- 5 – Click **Add**

The screenshot shows the FISCal system interface for creating a new journal entry. The breadcrumb navigation at the top is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The main heading is "Create/Update Journal Entries". Below this, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Below the tabs, there are three input fields: "Business Unit" with the value "8860", "Journal ID" with the value "NEXT", and "Journal Date" with the value "6/30/20XX". At the bottom, there is an "Add" button.

1 Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

FISCal

Create/Update Journal Entries

Find an Existing Value 2 Add a New Value

3 Business Unit 8860

Journal ID NEXT

4 Journal Date 6/30/20XX


5 Add

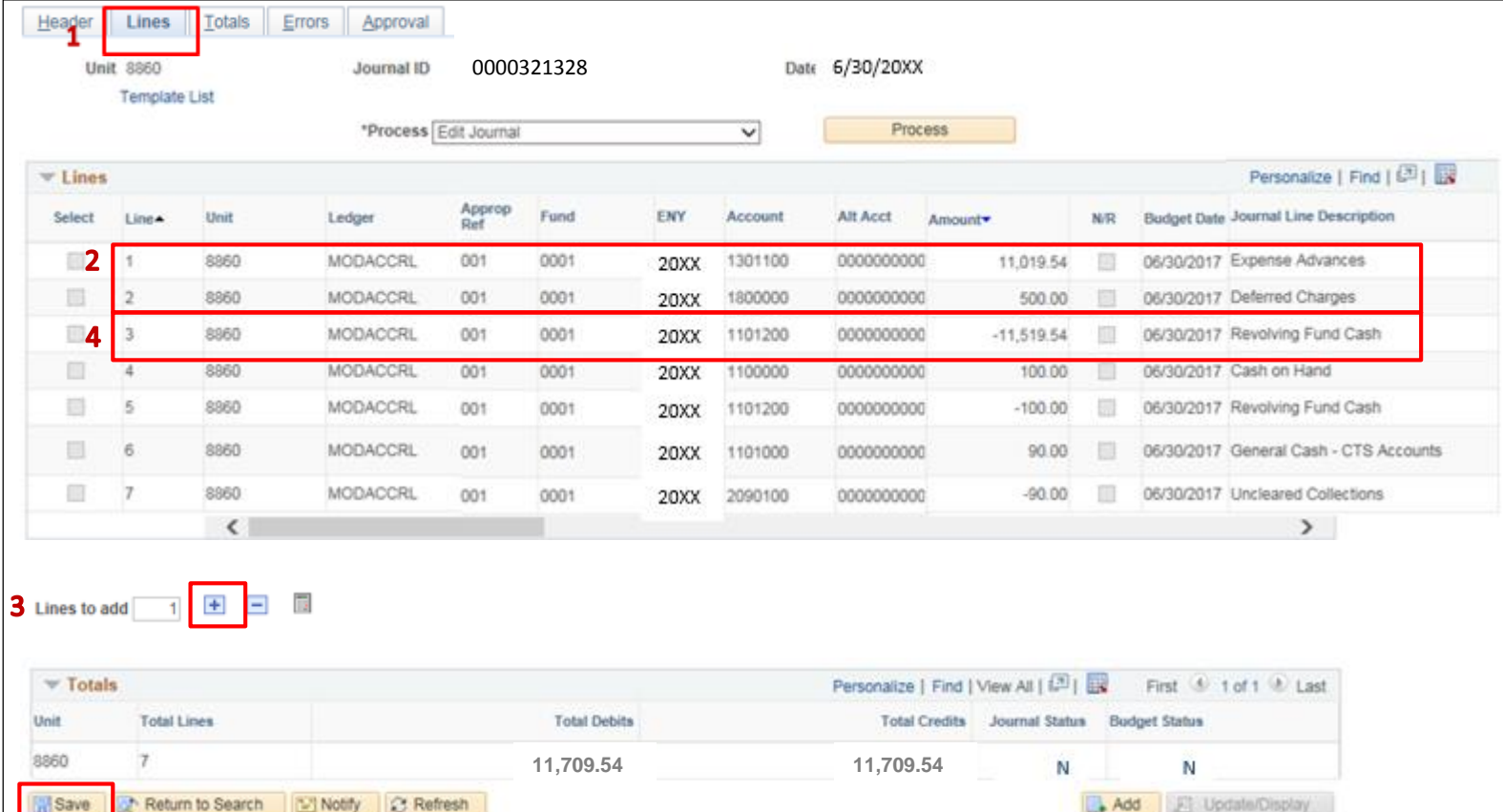
The **GL Journal Processor** will enter the Journal **Header**.

- 1 – Enter a **Long Description**
- 2 – Ledger Group will default to **MODACCRL**
- 3 – Enter **ACC** as the source
- 4 – Click the Adjusting Entry drop down and select **Adjusting Entry**
- 5 – Enter **998** for the period
- 6 – Click **Save**

The screenshot shows the 'Create/Update Journal Entries' form in the FISCal system. The breadcrumb trail at the top reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The form has tabs for Header, Lines, Totals, Errors, and Approval, with 'Header' selected. The 'Unit' is 8860 and 'Journal ID' is NEXT. The 'Date' is 06/30/20XX. The 'Long Description' field contains 'A2 Adjust ORF and Cash FY 20XX'. The '*Ledger Group' is MODACCRL. The '*Source' is ACC. The 'Adjusting Entry' dropdown is set to 'Adjusting Entry'. The 'Fiscal Year' is 20XX and the 'Period' is 998. The 'ADB Date' is 06/30/20XX. The 'Reference Number', 'Journal Class', and 'Transaction Code' (GL) are also visible. At the bottom, the 'Save' button is highlighted, along with 'Notify' and 'Refresh' buttons. The 'SJE Type' dropdown is set to 'GL'. The 'Currency Defaults' are USD / CRRNT / 1. The 'Attachments (0)' section is empty. The 'Reversal' option is 'Do Not Generate Reversal' and 'Commitment Control' is checked. The 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', and 'CTA' checkboxes are unchecked.

The **GL Journal Processor** will create the Journal **Lines**.

- 1 – Click the **Lines** tab
- 2 – Enter the Debit line to record: Approp Ref, Fund, ENY, Account, Amount
- 3 – Click on the  to insert a line
- 4 – Enter the Credit line to record: Approp Ref, Fund, ENY, Account, Amount
- 5 – Enter additional Debit and Credit lines as necessary
- 6 – Click **Save**. The system will assign a Journal ID. Note the Journal ID for your reference.



The screenshot shows the 'GL Journal Processor' interface. At the top, there are tabs: 'Header', 'Lines' (selected), 'Totals', 'Errors', and 'Approval'. Below the tabs, the 'Unit' is '8860', 'Journal ID' is '0000321328', and 'Date' is '6/30/20XX'. There is a 'Template List' link and a '*Process' dropdown menu set to 'Edit Journal' with a 'Process' button.

The 'Lines' section contains a table with the following columns: Select, Line, Unit, Ledger, Approp Ref, Fund, ENY, Account, Alt Acct, Amount, N/R, Budget Date, and Journal Line Description. The table lists 7 lines. Lines 1, 2, and 3 are highlighted with a red box. Line 1 is a debit of 11,019.54 to 'Expense Advances'. Line 2 is a debit of 500.00 to 'Deferred Charges'. Line 3 is a credit of -11,519.54 to 'Revolving Fund Cash'. Lines 4 through 7 are also listed.

Below the table, there is a 'Lines to add' control with a value of '1' and a plus icon button. At the bottom, there is a 'Totals' section showing 'Unit: 8860', 'Total Lines: 7', 'Total Debits: 11,709.54', 'Total Credits: 11,709.54', 'Journal Status: N', and 'Budget Status: N'. At the very bottom, there is a 'Save' button (highlighted with a red box), 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

Select	Line	Unit	Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Amount	N/R	Budget Date	Journal Line Description
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	1301100	0000000000	11,019.54	<input type="checkbox"/>	06/30/2017	Expense Advances
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	1800000	0000000000	500.00	<input type="checkbox"/>	06/30/2017	Deferred Charges
<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	1101200	0000000000	-11,519.54	<input type="checkbox"/>	06/30/2017	Revolving Fund Cash
<input type="checkbox"/>	4	8860	MODACCRL	001	0001	20XX	1100000	0000000000	100.00	<input type="checkbox"/>	06/30/2017	Cash on Hand
<input type="checkbox"/>	5	8860	MODACCRL	001	0001	20XX	1101200	0000000000	-100.00	<input type="checkbox"/>	06/30/2017	Revolving Fund Cash
<input type="checkbox"/>	6	8860	MODACCRL	001	0001	20XX	1101000	0000000000	90.00	<input type="checkbox"/>	06/30/2017	General Cash - CTS Accounts
<input type="checkbox"/>	7	8860	MODACCRL	001	0001	20XX	2090100	0000000000	-90.00	<input type="checkbox"/>	06/30/2017	Uncleared Collections

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	7	11,709.54	11,709.54	N	N

The **GL Journal Processor** will run the **Edit Journal** process.

- 1** – Select **Edit Journal**
- 2** – Click **Process**
- 3** – Check the **Journal Status** and **Budget Status** show “V” for Valid

Header
Lines
Totals
Errors
Approval

Unit: 8860
Journal ID: 0000321328
Date: 6/30/20XX

Template List
Change Values

Inter/IntraUnit
*Process: 1 Edit Journal 2 Process

Totals
Personalize | Find | View All | First 1 of 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	100.00	100.00	V	V

The **GL Journal Processor** will run the **Submit Journal** process.

- 1** – Select **Submit Journal**
- 2** – Click **Process**
- 3** – Click the **Approval** tab to view the journal workflow. Your journal will show as Pending.

The screenshot displays the 'GL Journal Processor' interface. At the top, there are five tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is selected and highlighted with a red box, with a red '3' above it. Below the tabs, the 'Unit' is set to '8860' and the 'Journal ID' is '0000321328'. The 'Date' is '6/30/20XX'. There is a 'Template List' section with a button labeled 'Inter/IntraUnit'. The '*Process' dropdown menu is set to 'Submit Journal', with a red '1' above it. To the right of the '*Process' dropdown is a 'Process' button, with a red '2' above it. A 'Change Values' link is also visible.

The **GL Journal Approver** will approve the Journal.

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.

Reversing Entries in the New Year

After the A-2 entry is approved and posted in Period 998, the **GL Journal Processor** will copy the journal to create the manual reversal entries in Period 1.

Note:

- DO NOT use the “automated reversal” option. This method will create budget check errors in the new year.
- Year-End accrual entries in Period 998 and the reversal entries Period 1 should net to zero.
- Accrual journal entries must be manually reversed in Period 1 of the new fiscal year, **except** for the accrual on Deferred Receivables for prior year AR – Revenue.

The **GL Journal Processor** will create the reversal entry in Period 1 of the next fiscal year.

- 1** – Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
- 2** – Click the **Find an Existing Value** tab
- 3** – Enter the Journal ID to retrieve the A-2 entry
- 4** – Click **Search**
- 5** – The search results will populate. Click the Journal ID hyperlink.

1 Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

2 Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit = ▾ 8860

3 Journal ID contains ▾ 321328

Journal Date = ▾

Document Sequence Number begins with ▾

Line Business Unit = ▾

Journal Header Status = ▾

Budget Checking Header Status = ▾

Source = ▾

Message Code begins with ▾

Entered By begins with ▾

Attachment Exist = ▾

☐ Case Sensitive

4 Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Head
8860	5 0000321328	3/30/2017	0	(blank)	8860	Pos

The **GL Journal Processor** will **Copy** the journal.

- 1** – Click on the **Lines** tab
- 2** – Click the Process drop down menu and select **Copy Journal**
- 3** – Click **Process**

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header **1** **Lines** Totals Errors Approval

Unit: 8860 Journal ID: 0000321328 Date: 06/30/20XX

Template List Search Criteria

*Process: Edit Journal ▾ **3** **Process**

2 **Copy Journal**

Select	Line	Unit	Ledger	op Ref	Fund▲	ENY
<input type="checkbox"/>	1	8860	MODACC		0001	20XX
<input type="checkbox"/>	2	8860	MODACC		0001	20XX

The **GL Journal Processor** will edit the Journal Entry Copy page.

- 1** – Enter the **Journal Date** of 07/01/20XX of the new fiscal year
- 2** – Click the **Reverse Signs** checkbox
- 3** – Click **OK**

Journal Entry Copy

Business Unit: 8860 Copy From ID: 00000 22480 Copy From Date: 06/30/20XX

Journal ID: NEXT Ledger:

Journal Date: **1** New Ledger:

ADB Date: Document Type:

Currency Effective Date:

2 ☒ Reverse Signs

☐ Recalculate Budget Date

☐ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period:

Reversal Date:

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date:

3

A new journal with a new Journal ID number will be generated. The **GL Journal Processor** will update the **Header** Page.

- 1 – Click the **Header** tab
- 2 – Edit the **Long Description** to reflect the A-2 entry
- 3 – Select **Non-Adjusting Entry** from the adjusting entry drop down menu.
Caution: If “Adjusting Entry” is posted by mistake, delete the journal and start over.
- 4 – The **Fiscal Year** should be the new fiscal year
- 5 – Enter **ACC** as the source. Journals entered as ACC in Period 998 are reversed as ACC in Period 1.
Failure to do so will result in reconciliation issues.
- 6 – The **Period** should be 1

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

1 **Header** | Lines | Totals | Errors | Approval

Unit: 8860 Journal ID: 0000129888 Date: 07/01/20XX

Long Description: 2 Reverse JRNL 0000321328 (A2 Adjust ORF and Cash FY20XX)

*Ledger Group: MODACCRL Adjusting Entry: 3 Non-Adjusting Entry ▾

Ledger: Fiscal Year: 4 20XX

*Source: 5 ACC Period: 6 1

Reference Number: ADB Date: 07/01/20XX

Journal Class:

Transaction Code: GL

☐ Auto Generate Lines
☐ Save Journal Incomplete Status

The **GL Journal Processor** will run the **Edit Journal** process.

- 1** – Click on the **Lines** tab. The journal lines should be the same as the accrual journal except the signs (+/-) are reversed for all the amounts. The **N/R** column (scroll right on the journal lines) should be checked. The ENY and budget date should not be changed and should match the A-2 entry.
- 2** – Select **Edit Journal** from the Process drop down menu and click **Process**
- 3** – Verify the **Journal Status** and **Budget Status** show “V” for Valid

The screenshot displays the GL Journal Processor interface. The **Lines** tab is selected, showing a table of journal lines. The ***Process** dropdown menu is set to **Edit Journal**, and the **Process** button is visible. The **Totals** section at the bottom shows the **Journal Status** and **Budget Status** both as **V** (Valid).

Header Information:

- Unit: 8860
- Journal ID: 0000129888
- Date: 07/01/20XX

Process Selection:

- Template List: Inter/IntraUnit
- *Process: Edit Journal
- Process Button

Journal Lines Table:

Select	Line	Rptg Structure	Svc Loc	Agency Use	Affiliate	Fund Affil	Amount	N/R	Budget Date	Open Item Key
<input type="checkbox"/>	1						-11,019.54	<input checked="" type="checkbox"/>	06/30/20XX	31
<input type="checkbox"/>	2						-500.00	<input checked="" type="checkbox"/>	06/30/20XX	31

Totals Section:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	7	-11,709.54	-11,709.54	V	V

Buttons: Save, Notify, Refresh, Add, Update/Display

The **GL Journal Processor** will run the **Submit Journal** process.

- 1 – Select **Submit Journal**
- 2 – Click **Process**.
- 3 – Click the **Approval** tab to view the journal workflow. Your journal will show as Pending.

The screenshot displays the 'GL Journal Processor' interface. At the top, there are five tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is selected and highlighted with a red box, with a red '3' above it. Below the tabs, the 'Unit' is set to '8860' and the 'Journal ID' is '0000129888'. The 'Date' is '07/01/20XX'. There is a 'Template List' section with a button labeled 'Inter/IntraUnit'. The '*Process:' field is set to 'Submit Journal' (highlighted with a red box and a red '1' above it). To the right of this, there is a 'Process' button (highlighted with a red box and a red '2' above it). A 'Change Values' link is also visible.

The **GL Journal Approver** will approve the Journal.

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.

The GL Journal Processor will also record the following entries as part of the A-2 entries. Refer to pages 5-10 of this eLearning.

Additional entry in the new fiscal year (as of July 1, 20XX) in the advancing fund

Record New Year Revolving Fund Cash

Debit 1222100 Advances to Agency & Office Revolving Fund

Credit 1101200 Revolving Fund Cash

The journal date will be 07/01/20XX of the new fiscal year. Enter ONL as the Source, Non-Adjusting Entry, and Period 1. The ENY in the journal lines will be 20XX of the new fiscal year.

Tips/Reminders:

- Group the A-2 entries into as few journals as possible.
- Record **accrual** entries in **Period 998**, Source: **ACC**, and Adjusting Entry: **Adjusting Entry**.
- Record **reversal** entries in **Period 1** of the new fiscal year, Source: **ACC**, and Adjusting Entry: **Non-Adjusting Entry**.
- When recording the reversal entry, if “**Adjusting Entry**” is posted by mistake, delete the journal and start over.